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UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

January 28, 1946

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-108

To: Officers in Charge, Market News and Grading Division
From: Fred J. Beard, Chief, Market News and Grading Division,
Livestock Branch

Subject: Commercial and Specification Grading Assignments

We have received approval from the Department Office of Personnel to have job descriptions prepared for our two types of grading work, namely, commercial grading and specification grading. The standard job description of the com-
mercial graders is as follows:

"Under general supervision, to examine, classify, grade, stamp or otherwise identify the class and grade of dressed carcasses and wholesale cuts of beef, veal, lamb, mutton, destined for commercial use and to issue official certificates according to the official standards and the rules and regulations of the U. S. Department of Agriculture and to perform related duties."

The standard job description of the specification graders is as follows:

"Under general supervision, to examine, select and mark for acceptance, if in full compliance with specification requirements, meats and meat food products for contract delivery to, or direct purchase by Federal agencies, state and municipal institutions, or other public or private organizations, and to issue official certificates therefor according to the rules and regulations of the U. S. Department of Agriculture and to perform related duties."

Copies of these descriptions have been sent to all area personnel offices and it will be necessary that each and every grader be placed in one or the other of the standard job descriptions. You should immediately examine your grading personnel and submit to the area personnel office a "green sheet" recommendation, assigning each of your graders in one or the other of the positions. The notice of action will be "Change of assignment."

In assigning your personnel, you should check their qualifications carefully so that anyone that is placed in the commercial grading position is fully qualified to do that type of work. Graders presently employed on both commercial and specification grading, or those who may be temporarily assigned to specification grading but who are fully qualified to do commercial grading, should be placed in the commercial grader positions. At the time your recommendations are submitted to the area personnel office you should forward to this office a list of the names indicating whether they have been placed in the commercial or specification grader position.

(s) Fred J. Beard.

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Production and Marketing Administration
Washington 25, D. C.
January 28, 1946

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. 42-108

To: Officers in Charge, Market News and Grading Division
From: Fred J. Beard, Chief, Market News and Grading Division,
Livestock Branch

Subject: Commercial and Specification Grading Assignments

We have received approval from the Department Office of Personnel to have job descriptions prepared for our two types of grading work, namely, commercial grading and specification grading. The standard job description of the commercial grader is as follows:

"Under general supervision, to examine, classify, grade, stamp or otherwise identify the class and grade of dressed carcasses and wholesale cuts of beef, veal, lamb, mutton, destined for commercial use and to issue official certificates according to the official standards and the rules and regulations of the U. S. Department of Agriculture and to perform related duties."

The standard job description of the specification grader is as follows:

"Under general supervision, to examine, select and mark for acceptance, in full compliance with specification requirements, meats and meat food products for contract delivery to, or direct purchase by Federal agencies, state and municipal institutions, or other public or private organizations, and to issue official certificates therefor according to the rules and regulations of the U. S. Department of Agriculture and to perform related duties."

Copies of these descriptions have been sent to all area personnel offices and it will be necessary that each and every grader be placed in one or the other of the standard job descriptions. You should immediately examine your existing personnel and submit to the area personnel office a "green sheet" recommendation, assigning each of your graders in one or the other of the positions. The notice of action will be "Change of assignment."

In examining your personnel, you should check their qualifications carefully so that anyone that is placed in the commercial grading position is fully qualified to do that type of work. Graders presently employed on both commercial and specification grading, or those who may be temporarily assigned to specification grading but who are fully qualified to do commercial grading, should be placed in the commercial grader positions. At the time your recommendations are submitted to the area personnel office you should forward to this office a list of the names indicating whether they have been placed in the commercial or specification grader position.

(s) Fred J. Beard.